ORGANIZATIONAL STRUCTURE

reStore Costa Mesa Recovery Team

Retail

Hospitality and Restaurants

Entertainment

Community Services

Faith Communities

New Focus Areas Joining June 19

Fitness/Gyms

Hair & Nail Salons

Youth Sports

SITUATIONAL UPDATE AS OF 6/5/2020
MAYOR KATRINA FOLEY

*State numbers as of 6/4

Costa Mesa 137 Cases

Orange County, CA
COVID-19 CASE COUNTS

Posted Date: 6/5/2020

Data posted each day are always preliminary and subject to change. More information may become available as individual case investigations are completed.

Cumulative Cases to Date (includes deaths)	Cases Reported Today
7,064	**296**
Includes 768 SNF residents and 380 OC jail inmates	

Cumulative Deaths to Date	Deaths Reported Today
174	**9**
Includes 84 SNF residents and 0 OC jail inmates	

Cumulative Tests To Date	Tests Reported Today
148,371	**1,932**

Cases Currently Hospitalized	Cases Currently in ICU
283*	**123**
*Includes ICU cases	*ICU - Intensive Care Units*

California COVID-19 By The Numbers
June 4, 2020
Numbers as of June 3, 2020

CALIFORNIA COVID-19 SPREAD
119,807
Total Cases

Ages of Confirmed Cases
- 0-17: **7,119**
- 18-49: **63,152**
- 50-64: **27,762**
- 65+: **21,595**
- Unknown/Missing: **179**

Gender of Confirmed Cases
- Female: **58,886**
- Male: **60,336**
- Unknown/Missing: **585**

Hospitalizations

Confirmed COVID-19
3,109/1,058
Hospitalized/in ICU

Suspected COVID-19
1,346/221
Hospitalized/in ICU

4,422
Fatalities
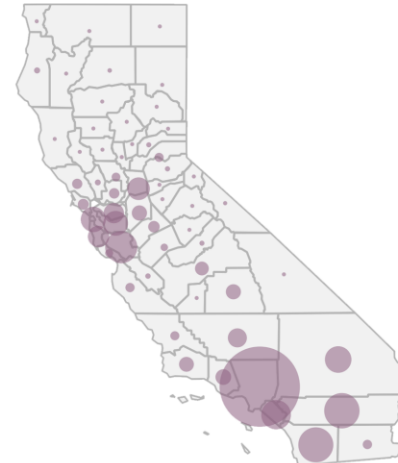
For county-level data:
data.chhs.ca.gov

Your actions save lives.

covid19.ca.gov

CALIFORNIA ALL
Your Actions Save Lives
covid19.ca.gov

California Department of PublicHealth

Update for June 5, 2020
California now has **122,901** confirmed cases of COVID-19, resulting in **4,485** deaths. The number of COVID-related deaths increased by **1.4 percent** from Wednesday's total of 4,422. The number of COVID-19 diagnostic test results in California reached a total of **2,238,463**, an increase of **55,792** tests since Wednesday. California's hospitalizations due to COVID-19 increased by **33** from Wednesday.

COVID-19 CASE COUNTS – CALIFORNIA

All Cases and Deaths associated with COVID-19 by Race and Ethnicity

Race/Ethnicity	No. Cases	Percent Cases	No. Deaths	Percent Deaths	Percent CA population
Latino	45,965	54.2	1,665	39.4	38.9
White	16,634	19.6	1,416	33.5	36.6
Asian	7,471	8.8	619	14.6	15.4
African American/Black	4,378	5.2	424	10	6
Multi-Race	645	0.8	27	0.6	2.2
American Indian or Alaska Native	178	0.2	13	0.3	0.5
Native Hawaiian and other Pacific Islander	666	0.8	33	0.8	0.3
Other	8,902	10.5	33	0.8	0
Total with data	84,839	100	4,230	100	100

Cases: 119,807 total; 34,968 (29%) missing race/ethnicity

Deaths: 4,298 total; 68 (2%) missing race/ethnicity

*179 cases with missing ages (overall)

**Census data does not include 'other race' category

SUMMARY OF COSTA MESA ACTIONS – MAYOR KATRINA FOLEY

- **NEW**
  - Zoning Code Changes to relax codes for greater physical distancing for restaurants and other businesses and to activate Public Rights of Way on Randolph, 18th St., 19th St.

- In the Works
  - Small Business Assistance from $2.7M County CARES Act – June 16 City Council Meeting
  - ABC Interim Event Application Process
  - Uniform signage program for COVID-19-related information
  - Assistance for Businesses to process business interruption claims

- Costa Mesa BAC Website, Call Center, and Shop Local Campaign
  - Surveying local businesses to assess needs, vulnerabilities, and capability to reopen under safe practices

- Small Business Loan Program

- Continuing aggressive lobbying efforts at all levels to increase funding for businesses and nonprofits

- Conducting weekly COVID-response updates on Facebook Live.

- Protected Tenants from Eviction while Safeguarding Landlords' Property Rights. Now through July 28 due to Governor's extension of eviction moratorium.

- Protected Residents, Patrons, and Employees from transmission risks while accessing essential services

- Developed comprehensive COVID-19 business and community resource guides on the City website

- Conducted Virtual Town Hall Technical Assistance Training for Businesses for SBA Loans

- Reopened golf courses and certain parks

- Revised zoning code to allow parking lot drive-thrus

reSTORE CM

Explore Costa Mesa
Rediscover your favorite local businesses.

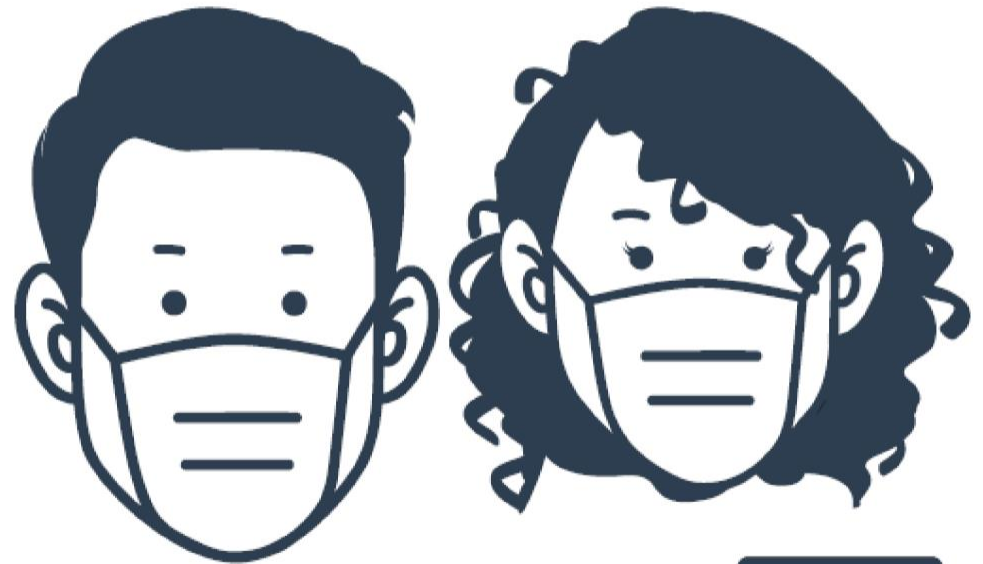Manufacturing

Insurance

Retail and Consumer Deliverables

Entertainment and Leisure

Healthcare and Pharmaceuticals

NO FACE MASK NO ENTRY

COSTA MESA'S BAC
BUSINESS ASSISTANCE COLLABORATIVE

UPDATE FROM THE COUNTY, STATE, AND FEDS ON BUSINESS SECTORS AND RECREATIONAL AMENITIES – MAYOR KATRINA FOLEY

- The County of Orange Pool Reopening Procedures and Community Pool Plan are posted and available for the community to review here: https://occovid19.ochealthinfo.com/guidelines.

  EDD update: 13 week extension authorized by the Pandemic Emergency Unemployment Compensation has been implemented resulting in 212K extensions to California. This equates to $416.5MM disbursed.

- President Trump today signed a bill relaxing PPP standards, information at this link.

- Nonfarm payrolls rose by 2.5 million in May and the unemployment rate fell to 13.3%.
  - Much of the gain came from those classified as temporary layoffs due to the coronavirus-related economic shutdown.
  - Leisure and hospitality represented almost half the jobs gained.

Wearing Face Coverings Protects Others

Q: I'm a resident or visitor to Orange County. Where do I have to wear a face covering?

A: Anywhere you come within 6 feet of others who do not live in your household. That includes:

- Waiting in line to go inside a store
- Shopping in a store
- Picking up food at a restaurant
- Waiting for or riding on public transportation
- Riding in a taxi or other ride service vehicle
- Seeking health care
- Going into facilities that are allowed to stay open
- While at work
- When at the beach or an outdoor museum

OC health CARE AGENCY
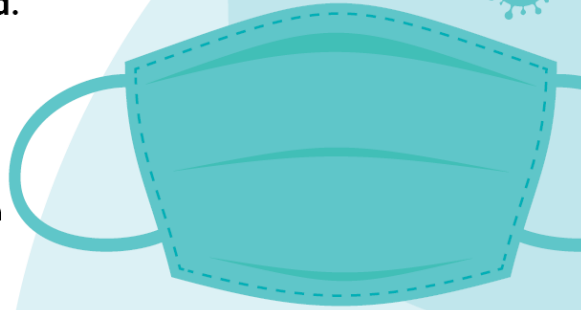
Learn more at ochealthinfo.com/novelcoronavirus

COSTA MESA MANDATES
MASK, FACE COVERING IN PUBLIC

Face coverings are required while in public within the City of Costa Mesa while performing or accessing an essential service. They are required to be worn at all times by employees of businesses that serve the public, as well as all patrons. This includes grocery stores, restaurants open for take-out or delivery, convenience stores, pharmacies, hardware stores, gas stations and all essential businesses that serve the public.

Masks are not required if you are exercising in public.

COUNTY TESTING

THE TEST

The testing offered is FDA-authorized PCR testing that identifies current infection (not past) through collection of a specimen using a nasal-pharyngial swab. PCR testing is still imperfect and, particularly with asymptomatic people, the test may falsely identify someone as negative. Therefore, results should be interpreted cautiously.

PAYMENT

If an individual has medical insurance, OptumServe will bill the patient's medical insurance company. Uninsured individuals may also use the community test site, and their tests will be paid for by the state. Individuals receiving tests will not be charged.

TESTING CRITERIA

Symptomatic AND asymptomatic health care workers, first responders, social service workers and other essential workers who have been unable to get tested through their health care providers or employers can make an appointment to be tested at these sites.

OPTUMSERVE TESTING SITES

The State of California and the COVID-19 Testing Task Force have joined together with OptumServe in a partnership to expand COVID-19 testing services in California. On Wednesday, May 13th, four sites will begin taking appointments for testing services in Orange County located in the cities of **Buena Park, Orange, Santa Ana and San Juan Capistrano**, Mon-Fri, 8 a.m. to 12 p.m. and 1 p.m. to 8 p.m.

APPOINTMENT REQUIRED

If you fit the testing criteria and are interested in getting a test, it's important to know that tests are by appointment only. Appointments can be made and location details confirmed, by visiting **https://lhi.care/covidtesting** or calling 1 (888) 634-1123. Please note that phone registration will only be used for people without internet access.

There is no medical assessment offered at the Optum Test Sites; so it is recommended that people with symptoms should contact their medical provider or, if they do not have a provider, go to a clinic listed on the OC COVID-19 Testing Network at www.ochealthinfo.com/novelcoronavirus.

Visit

OCCOVID19.OCHEALTHINFO.COM

for more updates

COUNTY TESTING

LOCATION	ADDRESS	SCHEDULE	TELEPHONE
AltaMed-Anaheim	Anaheim Call for Site Locations	Monday - Sunday Appointments Required	Call (888) 499-9303 for an appointment.
AltaMed-Huntington Beach	Huntington Beach Call for Site Locations	Monday - Saturday Appointments Required	Call (888) 499-9303 for an appointment.
AltaMed-Santa Ana Bristol	Santa Ana Call for Site Locations	Monday - Saturday Appointments Required	Call (888) 499-9303 for an appointment.
Family Health Matters Community Health Center	901 W. Orangethorpe Ave. Fullerton 92832	Monday - Friday 9:00 a.m. - 4:30 p.m.	Register at https://fhm-chc.org/covid-19/about-covid-19.html or call (714) 441-0411 with questions.
Families Together of Orange County	661 West 1st Street Tustin 92780	Wednesday 9 a.m. to 5 p.m. Thursday 9 a.m. to 5 p.m. Friday; 9 a.m. to 4 p.m.	Call (714) 332-6359 for an appointment.
KCS Health Center	7212 Orangethorpe Ave. Buena Park 90621	Monday - Friday 9:00 a.m. - 5:00 p.m.	Register at https://www.kcshealthcenter.org/covid19-testing or call (714) 503-6550 with questions.

LOCATION	ADDRESS	SCHEDULE	TELEPHONE
Nhan Hoa Comprehensive Health Care Clinic	7761 Garden Grove Blvd. Garden Grove 92843	Monday - Friday 9:30 a.m. - 4:30 p.m.	Registration is REQUIRED on our website at www.nhanhoa.org. Call (714) 898-8888 with questions.
Serve the People Community Health Center	1206 E. 17th St., Ste. 101 Santa Ana, CA	Tuesday & Thursday 9 a.m. – 1 p.m. Saturday 12 p.m. – 4 p.m.	Appointment Required Call (714) 742-2738 for an appointment.
SOS Health Center	Costa Mesa Mission Viejo Newport Beach Santa Ana,	Monday-Friday	Appointment Required Call (949) 270-2100 for an appointment.
Southland Integrated Services, Inc.	9862 Chapman Ave. Garden Grove	Monday-Friday 8 a.m. to 5 p.m.	APPOINTMENT REQUIRED (714) 620-7001
St. Jude Neighborhood Health Center	731 S. Highland Ave. Fullerton 92832	Monday-Friday 8 a.m. to 5 p.m.	APPOINTMENT REQUIRED (714) 446-5100
UCI Health	Orange, Santa Ana, and Irvine	Call for Site Details	Call (714) 456-7002 for COVID-19 screening and appointment.

- Visit **OCCOVID19.OCHEALTHINFO.COM** for more updates

STATE'S ROADMAP TO OPENING CALIFORNIA

The following are permitted to operate in California at this time:

- In-person dining
- Retail shopping with social distancing and curbside pickup
- Manufacturing offices (when telework not possible)
- Outdoor museums
- Hair salons and barbershops
- Places of worship and providers of religious services
  - Must limit attendance to 25% of building capacity or a maximum of 100 attendees, whichever is lower

General Guidelines

- ✓ Physical distancing
- ✓ Use of face coverings by all
- ✓ Frequent handwashing
- ✓ Regular cleaning and disinfection
- ✓ Training employees on elements of the COVID-19 prevention plan.

Visit **COVID19.CA.GOV** for complete, industry-specific guidelines

STATE'S ROADMAP TO OPENING CALIFORNIA

WHAT'S NOT OPEN – CHANGES COMING JUNE 12

The following are **not permitted** to operate in California at this time:

- ❖ Personal services such as nail salons, tattoo parlors, gyms and fitness studios
- ❖ Indoor museums, kids museums, gallery spaces, zoos and libraries
- ❖ Community centers, including public pools, playgrounds, and picnic areas
- ❖ Entertainment venues, such as movie theaters, gaming, gambling, arcade venues, pro sports,
- ❖ Hospitality services, such as bars, wineries, tasting rooms and lounges
- ❖ Nightclubs
- ❖ Concert venues
- ❖ Live audience sports
- ❖ Festivals
- ❖ Theme parks
- ❖ Hotels/lodging for leisure and tourism – non-essential travel
- ❖ Higher Education

Visit **COVID19.CA.GOV** for complete, industry-specific guidelines

FURTHER INTO STAGE THREE: FRIDAY JUNE 12
*GUIDANCE TO BE PROVIDED FRIDAY, JUNE 5

- Daycamps
- Camping
- Hotels for Tourism
- Travel
- Casinos and Card Rooms
- Film, TV, Music Production
- Professional Sports without audiences

- Bars
- Wineries
- Family Entertainment Centers
- Zoos
- Museums
- Pools covered in Gyms and Campgrounds

DISCUSSION QUESTIONS
JESSE BEN-RON - OCBC

❖ Team Leaders briefly report out in ~2 minutes the group's or members' update and main challenges identified so far in reopening. – 15 minutes.

❖ Breakout Rooms – 30 minutes

  ❖ Discuss and prepare to share top three challenges and solutions to them and advocacy efforts that could support your reopening.

  ❖ Discuss June 12 newly reopening activities as applicable to your group.

❖ Team Leaders report out and discussion – 20 minutes

  ❖ ~3 minutes per group. Share your top concerns and challenges, and proposed solutions.

❖ Close, please send to Connor Lock recommendations for new group members for Fitness and Salons groups.

Expectations

Timelines

Deliverables
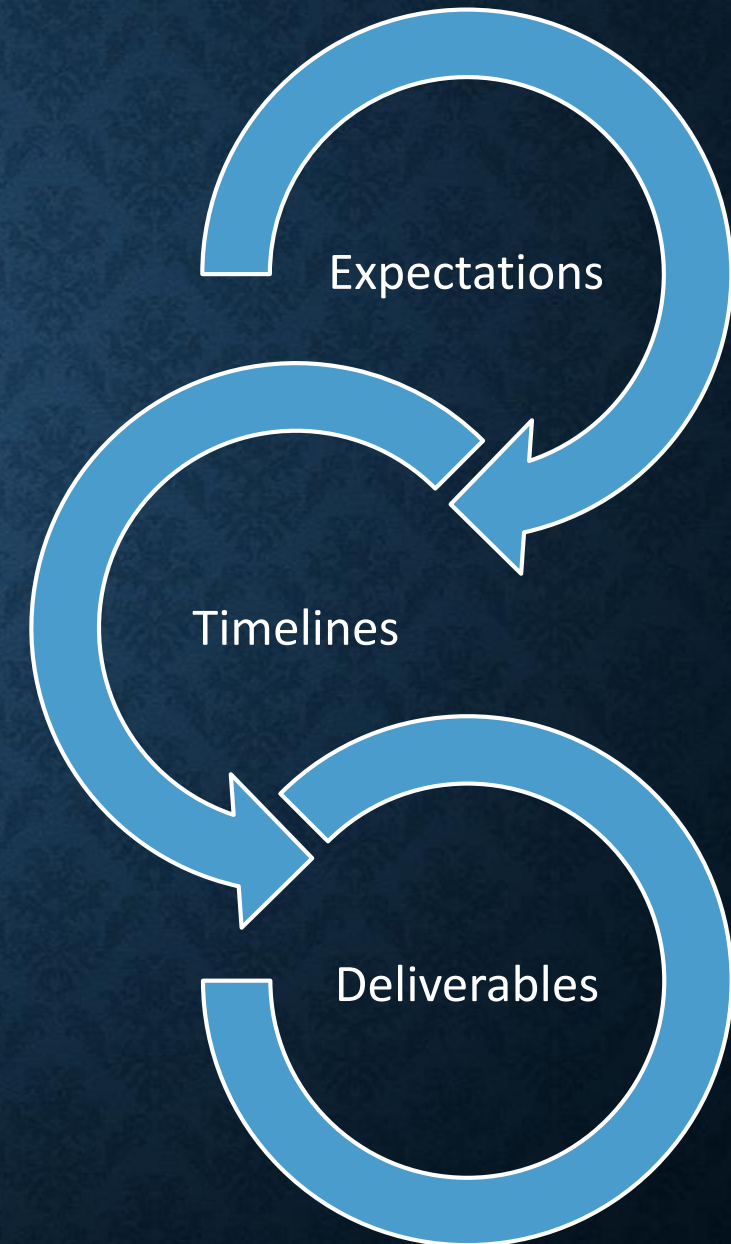
DRAFT ATTESTATION – From OCBC and OCHCA Webinar

[BUSINESS NAME] certifies:

That it has completed the following measures in accordance with requirements from the **California Department of Public Health**, **Orange County Health Care Agency** and **Industry-Specific Guidelines** at http://covid19.ca.gov/industry-guidance as follows:

- **RISK ASSESSMENT AND PROTECTION PLAN.** Performed a detailed risk assessment and implemented a site-specific protection plan.

- **EMPLOYEE TRAINING TO LIMIT SPREAD.** Trained employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.

- **CONTROL MEASURES.** Implemented individual control measures and screenings.

- **SANITIZE AND DISINFECT.** Implemented disinfecting protocols for keeping workstations sanitized.

- **SOCIAL DISTANCING.** Implemented physical distancing guidelines for employee and public safety.

- ✓ Completed **INDUSTRY-SPECIFIC CHECKLIST** has been **POSTED** at a location visible to the public at the public entrance of this property.

Manager/Owner: (signed)_____ **Date:** _____

Name:

Address:

Telephone:

Email: *(OCBC recommends that you consult with your legal advisor)*

RETAIL CHECKLIST

COVID-19 General Checklist
for Retail Employers
May 7, 2020

This checklist is intended to help retail employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Retail Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan
- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training
- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

Individual Control Measures & Screening
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols
- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip customer entrances and exits, checkout stations, and customer changing rooms with proper sanitation products, including hand sanitizer and sanitizing wipes, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).
- Ensure that sanitary facilities stay operational and stocked at all times.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify store hours to provide adequate time cleaning and stocking with physical distancing.
- Provide time for workers to implement cleaning practices before and after shifts, hire third-party cleaning companies.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines
- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- Use signage to remind customers of physical distancing at every opportunity.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close in-store bars, bulk-bin options, and public seating areas and discontinue product sampling.
- Dedicate shopping hours for seniors and other vulnerable populations.
- Increase pickup and delivery service options such as online ordering for curbside pickup.
- Provide separate, designated entrances and exits.
- Limit the number of in-store customers based on the size of the facility.
- Be prepared to queue customers outside while still maintaining physical distance.
- Encourage and train employees to practice physical distancing during pickup and delivery.
- Make some locations pickup- or delivery-only to minimize physical interaction, if possible.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- Expand direct store delivery window hours to spread out deliveries and prevent overcrowding.
- Ask non-employee truck drivers, delivery agents, or vendors who are required to enter retail locations to have their employees follow the guidance of local, state, and federal governments regarding wearing masks.

covid19.ca.gov

DINE-IN RESTAURANT CHECKLIST

Cal/OSHA COVID-19 General Checklist
for Dine-in Restaurants
May 12, 2020

This checklist is intended to help dine-in restaurant employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Dine-in Restaurants. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- The proper use of face coverings.
- Information on leave benefits and workers' compensation for employees.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Provide disposable gloves to staff handling dirty dishes and impermeable aprons and eye and face protection to dishwashers. Change and/or disinfect frequently.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and surfaces touched by patrons.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip spaces such as dining rooms, bar areas, host stands, and kitchens with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.
- Provide disposable or digitally available menus.
- Provide table settings (napkins, cutlery, glassware, etc.) to customers only as needed.
- Supply shared condiments only as needed or supply single serve containers.
- Pre-roll utensils in napkins prior to use by customers and store in a clean container.
- Provide takeout containers as needed and ask customers to pack their own leftovers.
- Remove dirty linens from dining tables from dining areas in sealed bags.
- Thoroughly clean each customer dining location after each use.
- Provide mints, candies, snacks, and toothpicks only as needed. Do not leave out these or other items such as games.
- Provide hand sanitizer at guest and employee entrances and contact areas.

Physical Distancing Guidelines

- Prioritize outdoor seating and curbside pickup.
- Provide takeout, delivery, and drive through options for customers.
- Encourage customer reservations.
- Ask customers to wait in their cars away from the establishment and alert them that their table is ready through their mobile phones. Avoid using "buzzers."
- Implement measures to physically separate workers and customers by at least six feet using measures such as reconfiguring space, installing physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Implement required use of face covers in working areas where physical distancing cannot be maintained.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas, like employee break rooms, provide alternative where physical distancing can be practiced, and discourage employees from congregating in high traffic areas.
- Reconfigure kitchens to maintain physical distancing in those areas where practical and if not practical staggers shifts if possible to do work ahead of time.
- Remove tables and chairs from dining areas, use visual cues to show they are unavailable, or install Plexiglas or other physical barriers to separate customers.
- Close bar areas.
- Screen guests for symptoms.
- Limit the number of patrons at a single table.
- Show parties to their tables one party at a time.
- Face coverings are required for any employee who must be within six feet of customers.
- Do not seat customers where they cannot be six feet away from employee work and food and drink preparation areas.
- Prop open doors or automate opening if possible.
- Post physical distancing rules.
- Implement peak period queueing procedures, including a host to remind customers to practice physical distancing.
- Use contactless pick-up and delivery protocols to provide takeout food.

covid19.ca.gov

COVID-19 General Checklist
for Hotels and Lodging Employers
May 7, 2020

This checklist is intended to help hotels and lodging employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Hotels and Lodging Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.

Topics for Employee Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants and consider them as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Communicate frequently to customers that they should use face masks/covers.
- Housekeepers and others who must enter guest rooms should be provided with face covers.
- Housekeeping must only service rooms when guests are not present.
- Housekeepers should be instructed to minimize contact with guests' personal belongings when cleaning.
- Housekeepers should be instructed to have ventilation systems operating and/or windows open if possible, to increase air circulation.
- Hotels should allow housekeepers extra time to clean rooms without loss of pay to account for required precautions and to allow them to conduct more thorough cleaning and disinfection of rooms between guests.
- Guests and visitors should be screened upon arrival and asked to use hand sanitizer and to wear a face cover.
- Appropriate signage should be prominently displayed at all entrances and strategically throughout the property on face covering and physical distancing.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Make hand sanitizer and other sanitary supplies readily available to employees.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify hours and quotas to provide adequate time for additional cleaning.
- Provide time for workers to implement cleaning practices before, during, and after shifts.
- Install hands-free devices if possible, including motion sensor lights, contactless payment systems, automatic handwashing water, soap, paper towel dispensers, and timecard systems.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.

Additional Cleaning and Disinfecting Protocols for Hotel Operations

- Remove reusable collateral from rooms. Critical information should be provided as single-use collateral and/or electronically posted.
- Bag dirty linens for transport and wash at a high temperature and cleaned in accordance with CDC guidelines.
- Consider leaving rooms vacant for 24 to 72 hours between occupancy.
- Develop a quarantine and cleaning plan for rooms where an infected guest has been.
- Install hand sanitizer dispensers throughout the property.
- Consider providing guests an amenity bag during check-in containing face cover, hand sanitizer, and a COVID-19 awareness card.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Use signage to remind customers of physical distancing at every opportunity.
- Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

Additional Physical Distancing Guidelines for Hotel Operations

- Guests should enter through doors that are either propped open, if possible, or are automated or manually operated by a dedicated gloved employee.
- Implement peak period queueing procedures to enforce physical distancing.
- Employees should not open the doors of cars or taxis.
- Guest room service should use contactless pick-up and delivery protocols.
- Limit food and beverage offerings to take-out and "contactless" room service until dine-in establishments are allowed to resume.
- See detailed guidance for resumption of other facilities such as restaurants, salons, spas, fitness centers and golf courses.

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MANUFACTURING CHECKLIST

Cal/OSHA COVID-19 General Checklist
for Manufacturing Employers
May 7, 2020

This checklist is intended to help manufacturing employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Manufacturing Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.
- Update the plan as necessary to prevent further cases.

Topics for Employee Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items, or conducting symptom screening.
- Strongly recommend cloth face covers.
- Restrict and screen non-employees entering the facility.
- Post signage requesting visitors to wear face masks or covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Provide and locate hand sanitizer and sanitizing wipes where workers can use them.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts and consider hiring third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Use signage to remind customers of physical distancing at every opportunity.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Reconfigure, restrict, or close common areas to maintain physical distancing or move to open areas.
- Provide separate, designated entrances and exits.

- Encourage and train employees to practice physical distancing during pickup and delivery.
- Install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs where possible. Wherever possible, use contactless signatures for deliveries.
- Use the following hierarchy to prevent transmission of COVID-19 in work areas especially where physical distancing is difficult to maintain: engineering controls, administrative controls, and PPE.

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COVID-19 General Checklist
for Swap Meets, Strip and Outlet Malls, Shopping Malls, and Destination Shopping Centers
May 12, 2020

This checklist is intended to help shopping center operators implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Shopping Center Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan
- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training
- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers.
- Information on leave and workers' compensation benefits.

Individual Control Measures & Screening
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide disposable gloves to workers using cleaners and disinfectants when required. Consider gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Post signage to communicate to customers that they should use face masks/covers and maintain physical distancing.

Cleaning and Disinfecting Protocols
- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Turn off public drinking fountains and place out of operation signs.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces.
- Equip customer entrances and exits, promenades, food courts, and other common-space areas with proper sanitation products, including hand sanitizer.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Adjust or modify shopping center hours to provide adequate time for thorough cleaning and stocking.
- Allow workers time during their shifts to meet additional cleaning requirements.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines
- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between workers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas. Where barriers are not feasible, strongly recommend that employees and customers wear face covers.
- Consider reassignment of vulnerable workers who request modified duties to reduce contact with others
- Have on-property security staff remind customers of physical distancing.

- Display signage to remind workers and shoppers of physical distancing requirements, updated foot traffic patterns, face covering requirements, and modified store hours.
- Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation.
- Clearly mark curbside or outside pickup points that maintain physical distancing.
- Dedicate shopping hours for seniors and other vulnerable populations.
- Increase pickup and delivery service options such as online ordering for curbside pickup.
- Use controlled foot traffic and crowd management strategies, and provide separate, designated entrances and exits.
- Ensure kiosks do not impede physical distancing. Move or remove if necessary.
- Prop doors open if they do not open and close automatically.
- Limit the number of people to ensure physical distancing, in no case more than 50% maximum occupancy, for indoor shopping centers; evaluate maximum occupancy rules for outdoor shopping centers to ensure physical distancing.
- Rearrange chairs and benches, including ones in food courts, to enable physical distancing requirements.
- Close play areas and reconfigure benches for physical distancing.
- Use store entry queueing systems that do not disrupt foot traffic while maintaining physical distancing requirements.
- Adjust staff meetings to ensure physical distancing or hold via phone or webinar.
- Close breakrooms and use outdoor break areas with shade, or increase distance between chairs to maintain physical distancing during breaks.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Encourage and train employees to practice physical distancing during pickup and delivery.
- Implement physical distancing at loading bays and use contactless signatures for deliveries.
- Coordinate with tenants to dedicate shopping hours for vulnerable patrons.
- Ask non-employee vendors who are required to enter the facility to have their employees follow the guidance of local, state, and federal governments regarding wearing face coverings.

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Cal/OSHA COVID-19 General Checklist
for Office Workspaces
May 7, 2020

This checklist is intended to help employers implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Office Workspaces. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.

- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.
- Communicate frequently to customers that they should use face masks/covers.

Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces and personal work areas.
- Clean and sanitize shared equipment between each use.
- Clean touchable surfaces between shifts or between users, whichever is more frequent.
- Equip shared spaces with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines

- Implement measures to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close common areas and provide alternative where physical distancing can be practiced.

- Limit the number of individuals riding in an elevator and ensure the use of face covers.
- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

Cal/OSHA COVID-19 General Checklist
for Limited Services
May 12, 2020

This checklist is intended to help limited services employers without close customer contact implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Limited Services. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Worksite Specific Plan
- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee Training
- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings.
- Information on leave and workers' compensation benefits.
- For HVAC workers, the hazards of working near HVAC exhaust air, which could contain COVID-19 if infected persons are in the building.

- For janitorial workers and plumbers the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

Individual Control Measures & Screening
- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Consider providing gloves as a supplement to frequent hand washing for other cleaning, tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Require face covers when providing haircutting and other close contact hair services.
- For tradespeople working near plumbing vents and rooftop HVAC exhaust or other types of exhaust fans: Provide a face shield and a NIOSH-approved particulate respirator. If respirators are not available, provide an ASTM-rated surgical mask.
- Provide mechanical tradespeople with a face shield and an impermeable face cover and ensure they use them. Provide a NIOSH-approved particulate respirator, if they may be exposed to aerosolized sewage droplets, if available.
- Post signage to remind the public to wear face coverings and practice physical distancing.

Cleaning and Disinfecting Protocols
- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Regularly clean and sanitize shared equipment when transferred to a new customer or employee.
- Provide time for workers to implement cleaning practices during their shift.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Post signs in workplace and common areas emphasizing basic infection prevention measures, including posting hand-washing signs in restrooms.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Discontinue use of shared food and beverage equipment in employee breakrooms.
- Consider upgrades to improve air filtration and ventilation.

Physical Distancing Guidelines
- Implement measures to ensure physical distancing by at least six feet between and among workers and customers, using measures such as physical partitions or

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visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Use Plexiglas or other barriers where physical distancing cannot be maintained.
- Use an appointment system, stagger appointments, and reduce walk-ins.
- Clearly mark areas where customers or employees queue to maintain physical distancing, or use alternative entry requirements.
- Implement strategies to have customers wait outside where possible, such as "no-contact" pick-up or delivery or curbside payment.
- Designate drop-off and pick-up locations away from high traffic areas.
- Clearly designate entrances and separate exits if possible.
- Prop doors open if they do not open and close automatically.
- Stagger shifts, split or rotate work schedules, and stagger employee breaks, in compliance with wage and hour regulations, to minimize employee overlap and maintain physical distancing protocols.
- Reconfigure reception and waiting areas, lobbies, workstations, and employee breakrooms, if possible, to allow for at least six feet of distance between customers and employees.
- Establish directional hallways and passageways for foot traffic, if possible, to eliminate customers and employees from passing by one another.
- Adjust any staff meetings to ensure physical distancing and use phone or webinars if possible.
- Limit the number of workers in enclosed areas.
- Close break rooms and provide alternative where physical distancing can be practiced, such as outdoor break areas.

NOTE: Use activity or operation-specific checklists below for additional considerations.